

## Human Resources Assistants, Except Payroll and Timekeeping (43-4161)

**Occupation description:** Compile and keep personnel records. Record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports, and date of and reason for termination. May prepare reports for employment records, file employment records, or search employee files and furnish information to authorized persons.

### Employment and Job Openings

	Average employment			Average annual openings		
	2010 estimate	2020 projection	Percent change	Growth	Replacement	Total
Alaska	544	587	7.9	4	15	19
United States	156,900	174,500	11.2	1,760	4,400	6,160

#### Job outlook

**Alaska:** Alaska's employment growth is low with high employment opportunities. [Read more.](#)

### 2013 Wages ?

	Mean Wage and 95% Confidence Interval			Wage by Percentile		
	Low	Mean	High	10th	Median	90th
United States	n/a	18.52	n/a	11.96	18.12	26.08
Alaska	20.10	20.92	21.74	15.49	21.04	26.52
Anchorage/Mat-Su Area (MSA)	19.32	20.03	20.74	15.14	20.13	25.29
Fairbanks North Star Borough (MSA)	19.96	21.16	22.36	15.51	20.78	27.55
Southeast Region	21.83	23.00	24.17	19.23	22.92	26.40
Balance of State	18.57	19.81	21.05	15.03	18.19	28.70

### Labor Force Indicators

#### 2012 Worker Characteristics

Total workers	Nonresident workers	Percent nonresident	Percent age 45 plus	Percent age 50 plus
514	28	5.4	35.0	26.4

#### 2012 Potential Supply

Qualified but working in another occupation	188
Currently employed in a lower paid occupation	29
UI claimants previously working in occupation	47

#### 2012 ALEXsys Employment Data

Number of registrants	881
Number of job position postings	98

<b>Ratio of registrants to job position postings</b>
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<b>9.0</b>
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### **Typical Entry-level Education, Experience, and/or On-the-job Training**

**Education:** High school diploma or equivalent

**Work experience:** None

**On-the-job training:** Short-term on-the-job training

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